

Department of Charitable Gaming

APPLICATION CHECKLIST

Please make sure that your application has been completed in its entirety and all documents have been attached.

Before mailing this checklist and your completed application, please review this checklist. This list is not inclusive. Please compare your response to the application requirements.

- ☐ \$200.00 Check Payable to the Treasurer of Virginia has been attached.
- ☐ The application has been completed in its entirety and all questions have been answered. Do not leave any blanks.
- ☐ If applicable, a copy of the Articles of Incorporation, By-Laws, Constitution, and other similar organizing documents are attached
- ☐ If applicable, a copy of the IRS Determination Letter has been attached.
- ☐ The most recently filed and *signed* applicable IRS Tax Form 990 has been attached.
- ☐ If applicable, a copy of a valid lease, sublease and primary lease signed by all parties has been attached.
- ☐ A copy of the list of members, including address and membership date, who will work as volunteers has been attached.
- ☐ If applicable, a copy of a letter of good standing from the national organization has been attached.
- ☐ Personnel Information Section has been completed in its entirety for the President, Treasurer/Financial Officer, and Game Manager(s)
- ☐ Signature/Notary page has been completed for the President, and signed and notarized.
- ☐ Tax Information Disclosure Authorization has been completed in its entirety and signed by the appropriate individuals.
- ☐ If applicable, provide confirmation of registration with the Virginia State Corporation Commission. The web site is www.scc.virginia.gov and the telephone number is 1-800-552-7945.
- ☐ If applicable, provide confirmation of registration with the Virginia Department of Agriculture and Consumer Services. The web site is www.vdacs.virginia.gov and the telephone number is 1-800-552-9963, Ext. 6-1343.

Still have questions? Write or call:

**Virginia Department of Charitable Gaming
101 North 14th Street, 17th Floor
Richmond, Virginia 23219
(804) 786-1681**

Web Page: www.dcg.virginia.gov